

# TOWN OF BURRILLVILLE



TOWN BUILDING  
HARRISVILLE, R.I.

## BUDGET CALENDAR – Fiscal Year Ending June 30, 2021 (Capital & Operating Budgets)

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November/December	Departments Prepare Budget Requests - Operating and Capital
December 13, 2019	Municipal/School Departments submit Capital Improvement Budget Requests to Finance
December 27, 2019	Municipal/School Departments submit Operating Budget Requests to Finance
TBD	Joint pre-budget meeting – Town Council, School Committee and Budget Board
February 21, 2020	Budget Board submits Capital Improvement Budget (CIP) recommendation to Town Manager (Target Date – Date required by Ordinance is March 4, 2020 - Ordinance §2-112 -First Monday of March)
March 16, 2020	Manager submits his Capital Improvement Budget (CIP) recommendation to the Town Council
March 18, 2020	Public Notice of the Public Hearing on Capital Improvement Budget (CIP) Program
<b>March 25, 2020</b>	<b>7:00 p.m. Public Hearing – CIP Program</b> <b>Adoption of FYE 2020 CIP Program &amp; update of the 5-Year Plan</b> (Ordinance deadline is April 15, 2020)
April 3, 2020	Budget Board submits FYE 2021 Operating Budget recommendations to Town Manager (Charter Due Date: First Monday in April)
April 24, 2020	Town submits budget data and ads to the State for review and approval.
May 4, 2020	Manager submits his Operating Budget recommendations to the Town Council (Charter Due Date: First Monday in May)
May 11, 2020	Last Date that three (3) ads need to appear advising the public of the proposed budget, proposed tax changes, and dates of public hearings. The final ad needs to appear at least ten (10) days before the first public hearing.

<b>May 21, 2020</b>	<b>7:00 p.m. 1st Public Hearing – Municipal Budget Town Council Chambers</b>
<b>May 28, 2020</b>	<b>7:00 p.m. 2nd Public Hearing – School Budget Town Council Chambers</b>
<b>June 4, 2020</b>	<b>7:00 p.m. - Additional Public Hearing Date (if necessary) Town Council Chambers</b>
<b>June 10, 2020</b>	<b>7:00 p.m. - Budget Adoption (1st Council Meeting in June)</b>
<b>June 24, 2020</b>	<b>7:00 p.m. - Final Budget Adjustments (if necessary) (2nd Council Meeting in June)</b>
<b>July 1, 2020</b>	<b>New Fiscal Year begins</b>

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Council Workshops      May be scheduled as needed before or after the Public Hearings.  
We have reserved the first week of June for workshops unless there are other dates for us to consider.

Other Dates:

June 1      Deadline for notice of reduction in Teaching Workforce

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Charter References

April (First Monday)	Latest date Budget Board shall submit its recommendations to the Manager
May (First Monday)	Latest date Manager shall submit its recommendations to the Town Council
June (First Monday)	Latest date that two (2) Public Hearings must be held.
Budget Adoption	Council Adopts Budget No later than June 15th
Line Item Veto	Manager may veto any item within seventy-two hours Council may override the veto by affirmative vote of four (4) members
Voter Initiative	Referendum on changes to department budgets may be held upon the petition of fifteen percent (15%) of the voters.

NOTE: **BOLD** Print references important Town Council Dates.